

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES
BOARD OF DIRECTORS
Thursday, December 10, 2015
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, December 10, 2015, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

BOARD MEMBERS PRESENT

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| Julie Brown, <i>Chairperson</i> | Gwen Edwards |
| Robert Warren, <i>Vice Chairperson</i> | Angela Fowler |
| Jessie Barksdale, <i>Secretary</i> | Gracie Mays |
| Ronald Merricks, <i>Past Chairperson</i> | Sheryl Moyer |
| Anne Geyer, <i>Member-At-Large</i> | Faith Stamps |
| Shelby Irving, <i>Member-At-Large</i> | Frank Wickers |

BOARD MEMBERS ABSENT

Vicki Pickeral
Marie Young

STAFF MEMBERS PRESENT

Jim Bebeau, *Executive Director*
Pat Burnette, *Executive Assistant*
Sandy Stephenson, *Director, Behavioral Health Services*
Sara Craddock, *Acting Director, Intellectual Disability Services*
Amanda Oakes, *Director, Prevention Services*
Allen Thorn, *Director, Compliance and Information Systems*
Cindy Lewis, *Director, Human Resources*

CALL TO ORDER

Chairperson Julie Brown called the meeting to order at 5:30 pm.

ADOPTION OF AGENDA

The Agenda was distributed with the Board Packet for this Meeting. There was no request for amendment.

Motion was made by Jessie Barksdale and seconded by Sheryl Moyer to adopt the Agenda as presented. The motion passed unanimously.

PROGRAM PRESENTATION

Crisis Intervention Team Assessment Center (Behavioral Health Services)

Melanie Tosh, Director of Adult Clinical Services within DPCS' Behavioral Health Services Division, presented an overview of the Danville-Pittsylvania Crisis Intervention Team (D-PCIT) and CIT Assessment Center. The D-PCIT partnership includes the Pittsylvania County Sheriff Office, Danville City Police Department, Danville Sheriff Office, Danville Regional Medical Center, and DPCS. CIT history reflects that in the absence of needed treatment and care, individuals in acute or chronic psychiatric crisis gravitate to hospital emergency rooms, jails, and prisons. As a result, these systems can experience significant negative impacts, some becoming so overcrowded that individuals wait days or weeks for admission to a psychiatric bed, and some patients are released without treatment. CIT is an exemplary jail diversion program for the mentally ill, addressing system change for crisis care within the community.

CIT training provides law enforcement officers with knowledge of the types of mental illness/co-occurring disorders, psychotropic medications, and crisis strategies/skills to effectively and safely respond to individuals with mental illness and prevent intensification of symptomatic behavior. The anticipated outcome is that fewer individuals with a mental illness will be incarcerated and more will be assessed and referred to the behavioral health resources they need.

In December 2013, D-PCIT held its first of eleven 40-hr CIT training sessions, including role play scenarios to learn how to assess situations and approach individuals in crisis. To date, 218 Officers and individuals have been trained, representing the Pittsylvania County Sheriff Office, Danville City Police Department, Danville Sheriff Office, Hurt Police Department, South Boston Police Department, Halifax County Sheriff Office, Mecklenburg County Sheriff Office, Virginia State Police, Virginia Department of Corrections, Danville Regional Medical Center, Goodyear Tire & Rubber Company, and DPCS. In addition, 35 Telecommunicators and 46 CIT Instructors have been trained.

An important part of a CIT intervention is having a safe and secure location for individuals in crisis to connect with services. In May 2015, DPCS received an ongoing grant from the Virginia Department of Behavioral Health and Developmental Services to establish a CIT Assessment Center at Danville Regional Medical Center. The Center has a skilled Clinician and off-duty law enforcement officers on-site 12 hrs each day. Establishment of the Assessment Center has made a tremendous impact on the on-duty officers' ability to connect individuals to services and quickly return to their patrol duties in the community.

D-PCIT is a phenomenal mental health/criminal justice collaboration with success stories ranging from CIT-trained Officers diffusing situations involving an individual in mental health crisis, to locating individuals who are distraught, to intervening to stop a potential suicide. D-PCIT is greatly appreciative of the support received from the community.

ACTION ITEMS

Minutes – October 15, 2015, Regular Board Meeting

Minutes of the October 15, 2015, Regular Board Meeting were distributed with the Board Packet for this Meeting. There was no request for amendment.

Ronald Merricks made motion to approve the October 15, 2015, Minutes as presented; Jessie Barksdale seconded, and the motion passed unanimously.

Budget, Finance, and Operations Committee Report

Financial Audit Report for Fiscal Year Ended June 30, 2015

Robert Warren, Chairperson of the Board's Budget, Finance, and Operations Committee, presented recommendation of the Committee to accept DPCS' Financial Audit Report for Fiscal Year Ended June 30, 2015, as prepared by Robert D. Dorr, CPA, of Harris, Harvey, Neal & Co., LLP, and distributed in the Board Packet for this meeting. On November 4, 2015, Mr. Dorr met with the Committee to discuss the scope of the Audit, as required under the *U.S. Office of Management and Budget (OMB) Circular A-133 and Government Auditing Standards*. The Auditor's report expressed an unqualified opinion on the financial statements, with no deficiencies in internal control disclosed and no instances of noncompliance materials to the financial statements disclosed. Executive Director Jim Bebeau noted that due to a change in accounting requirements by the *Governmental Accounting Standards Board (GASB)*, nonprofit agencies are now required to report amounts related to the Virginia Retirement System. This change in accounting resulted in substantial changes to the Statement of Net Assets and Statement of Operations for DPCS; however, the Management Discussion and Analysis section of the Audit Report focuses a concise and informative explanation of the financial statements for the Agency.

Motion was made by Robert Warren to accept the DPCS Audit Report for Fiscal Year Ended June 30, 2015, as recommended by the Budget, Finance, and Operations Committee. With no second required to motion made on behalf of the Committee, the motion passed unanimously.

Executive Committee Report

Biennial Review of Board Policies

Ronald Merricks, member of the Board's Executive Committee, reported that the Executive Committee met November 12, 2015, for review and updating of the Board Policies due for biennial review.

The Committee reviewed the following policies with no recommended revisions noted:

1. 200 Organizational Structure
2. 200-001 Procedures for Amendment of the Organizational Structure
3. 300 General Policy
4. 310-001 Equal Employment Opportunity Plan
5. 315 Nepotism Policy
6. 345 Transfer Policy
7. 350 Outside Engagement and Employment
8. 360 Layoff Policy
9. 422 Policy on Intoxicants
10. 440 Employee Performance Evaluation
11. 445 Executive Director's Annual Performance Evaluation Policy and Procedures
12. 450 Employee Grievance Policy and Procedures
13. 510 Travel Reimbursement
14. 520 Expenditures for Refreshments or Meals for Special Events
15. 620 Representative Payee
16. 630 Financial Management
17. 920 Electronic Communications
18. 1010 Program Evaluation
19. 1060 Mail Policy

Mr. Merricks presented recommendation of the Executive Committee that revisions for the following policies be approved, per the proposed deletions and additions distributed with the Board Packet for this meeting, and that all revisions become effective January 1, 2016:

1. 220-002 Compensation Structure for Certification and Licensure
2. 310 Recruitment and Selection
3. 320 Trial Work Period
4. 330 Compensation Policies
5. 330-001 Employee Benefits
6. 370 Separation of Employees
7. 400 Human Resources Records and Reports
8. 410 Employee Files
9. 420 Employee Standards of Conduct
10. 423 Drug-Free Workplace
11. 425 Harassment Policy
12. 500 Staff Training and Development
13. 700 Procurement
14. 1000 Inclement Weather

Motion was made by Ronald Merricks to approve revision of the 14 stated policies as recommended by the Executive Committee and that all revisions become effective January 1, 2016. With no second required to motion made on behalf of the Committee, the motion passed unanimously.

New Board Policy – Conflict-Free Case Management

Ronald Merricks, member of the Board's Executive Committee, presented recommendation of the Executive Committee for adoption of a new Board Policy, *Conflict-Free Case Management*, as distributed with the Board Packet for this meeting, and that the Policy become effective July 1, 2016. The proposal states Agency policy and practices supporting provision of conflict-free case management services in a manner that ensures person-centered planning processes that support the individuals served in identifying their goals, preferences, supports, financial resources, and other areas important to them.

Motion was made by Ronald Merricks to adopt the new Board Policy, Conflict-Free Case Management, as presented and recommended by the Executive Committee, and that the Policy become effective July 1, 2016. With no second required to motion made on behalf of the Committee, the motion passed unanimously.

Local Government Funding Request for Fiscal Year 2017

Ronald Merricks, member of the Board's Executive Committee, reported that the Executive Committee met November 12, 2015, to review information for consideration in formulating DPCS' Fiscal Year 2017 funding request from the City of Danville and Pittsylvania County. The Committee recommended that the Board request \$329,857 from the City of Danville and \$293,913 from Pittsylvania County in local funding for Fiscal Year 2017. The requested amounts represent a 10% increase to help maintain DPCS' compliance with the required local funding match equal to 10% of its State general funds.

Ronald Merricks made motion to request local funding for Fiscal Year 2017 in the amount of \$329,857 from the City of Danville and \$293,913 from Pittsylvania County, as recommended by the Executive Committee. With no second required to motion made on behalf of the Committee, the motion passed unanimously.

Grant Application – United Way of Danville-Pittsylvania County (Behavioral Health and Intellectual Disability Services)

Sandy Stephenson requested Board approval to submit application to *United Way of Danville-Pittsylvania County* for a grant in an amount not to exceed \$40,000, and approval to accept the grant funds if awarded. The funds would be used to support DPCS' Oral Healthcare Access Program, which provides funding for dental services to benefit high-need, low-income adults who are in active status with DPCS' Behavioral Health or Intellectual Disability Services. DPCS Case Managers regularly work with individuals whose physical and psychological well-being is negatively impacted by poor oral health. The Program helps to close the gap in our community's oral healthcare safety net by reducing barriers to access, such as transportation and insufficient financial resources to pay for dental services.

Motion was made by Jessie Barksdale and seconded by Sheryl Moyer to approve application to United Way of Danville-Pittsylvania County for a grant in an amount not to exceed \$40,000, and approve acceptance of the funds if awarded. The motion passed unanimously.

Grant Application – United Way of Danville-Pittsylvania County (Prevention Services)

Amanda Oakes requested Board approval to submit application to *United Way of Danville-Pittsylvania County* for a grant in an amount not to exceed \$17,000, and approval to accept the grant funds if awarded. The grant would be used to fund 25% of salary and program operational expenses for a Healthy Families Case Manager/Family Support Worker position in DPCS' Prevention Services Division. The Healthy Families Program provides voluntary home-visiting services to expectant/new parents residing in Danville and Pittsylvania County and is designed to promote healthy family functioning by reducing risk factors and building protective factors in at-risk families.

The Case Managers provide regular home visits for fragile families that may be at risk of child abuse and neglect and other poor outcomes due to a variety of risk factors, including poverty, single parenthood, low educational attainment, and unemployment. The home visits begin prenatally or around the time of the child's birth and may continue until the child is five years old.

Anne Geyer made motion to approve application to United Way of Danville-Pittsylvania County for a grant in an amount not to exceed \$17,000, and approve acceptance of the funds if awarded. Jessie Barksdale seconded, and the motion passed unanimously.

Grant Application – Virginia Department of Rail and Public Transportation (Behavioral Health and Intellectual Disability Services)

Sara Craddock requested Board approval to submit application to the *Virginia Department of Rail and Public Transportation* (DRPT) for a grant in an amount not to exceed \$100,000, and approval to accept the grant funds if awarded. DRPT administers a Federal Transit Administration Section 5310 Grant Program to purchase capital equipment with the specific purpose of assisting organizations in providing transportation services to meet the needs of elderly persons and persons with disabilities. The grant provides 80% of the total cost, with the applicant responsible for the remaining 20%. DPCS would use the funds to purchase two vehicles, as follows, to replace two vehicles currently in DPCS' fleet that are beyond their useful life due to age and/or mileage:

- (1) 15-passenger vehicle with wheelchair lift to provide transportation for individuals with behavioral health disorders who are enrolled in DPCS' Harmony House Program. The vehicle would be used Monday-Friday to transport wheelchair mobile and ambulatory individuals for Program-related activities in the community. At other times, the vehicle would be available for use by DPCS' Piney Ridge Apartments Residential Program and Residential Crisis Stabilization Unit.
- (2) 5-passenger minivan with wheelchair ramp to be used for transportation needs of the Residential Programs, including the new Mount Hermon Manor ICF home, within DPCS' Intellectual Disability Services Division.

Motion was made by Ronald Merricks and seconded by Shelby Irving to approve application to the Virginia Department of Rail and Public Transportation for a grant in an amount not to exceed \$100,000, and approve acceptance of the funds if awarded. The motion passed unanimously.

Grant Application – Alexander Berkeley Carrington, Jr., and Ruth Simpson Carrington Charitable Trust (Intellectual Disability Services)

Sara Craddock requested Board approval to submit application to the *Alexander Berkeley Carrington, Jr., and Ruth Simpson Carrington Charitable Trust* for a grant in an amount not to exceed \$8,250, and approval to accept the grant funds if awarded. The *Trust* promotes educational, cultural, humanitarian, and other charitable causes for the long-term benefit of people in the Danville-Pittsylvania County area. The funds would be used to cover expenses for ten individuals enrolled in DPCS' Intellectual Disability Services to attend Camp Virginia Jaycee during the summer of 2016. Camp Virginia Jaycee, located in Bedford, Virginia, provides individuals with intellectual disabilities the opportunity to interact with peers and participate in activities such as swimming, fishing, music, arts and crafts, sports and games, horseback riding, and tent camping. The cost per person to attend a one-week summer session at Camp Virginia Jaycee is \$825. The individuals who utilize the grant would be unable to participate without financial assistance.

Frank Wickers made motion to approve application to the Alexander Berkeley Carrington, Jr., and Ruth Simpson Carrington Charitable Trust for a grant in an amount not to exceed \$8,250, and approve acceptance of the funds if awarded. Jessie Barksdale seconded, and the motion passed unanimously.

DISCUSSION ITEMS

Virginia Department of Behavioral Health and Developmental Services Dashboard

The Virginia Department of Behavioral Health and Developmental Services (DBHDS) Dashboard includes performance data for all Virginia State Facilities and Community Services Boards. The data is a performance measure of the unique services for which each is responsible. Allen Thorn noted the data reporting changes made by DBHDS in the Dashboard since the initial presentation at the February 19, 2015, Board Meeting.

Sandy Stephenson and Sara Craddock gave an overview of the November 2015 Dashboard performance measures and analysis of DPCS' Behavioral Health and Developmental Services data, identifying the positive efforts and the challenge areas from a quality improvement perspective. Discussion followed on specific reporting changes relative to the Dashboard data for DPCS.

Mount Hermon Manor ICF-1 Project Update

Sara Craddock reported update on the Mount Hermon Manor ICF-1 Project. Representatives from Daniel Builders LLC; Dewberry architecture and engineering firm; and DPCS met October 12, October 22, November 9, November 30, and December 9 to discuss the Project's development, schedule, budget, and progress. To date, the brick masonry, sheetrock installation, and fireplace installation are completed; paint colors for common areas are chosen and painting started in the common areas; trim work and closet cabinet installation have begun; the generator, doors, and tile are on site; and permanent power has been connected on site. Adjustments that have been addressed are widening of the door (from 36" to 42") from the garage to the foyer in order to allow ample room for residents to enter the home in wheelchairs, and additional blocking/supports added in the tub room to allow sufficient installation of the ceiling lift. In the next weeks, the trim work and priming/painting will continue; cabinet installation, rock work, and exterior grading will begin; doors will be installed; and interior heat will be connected. Photos of the project site were presented for the Board's viewing of the progress made at this juncture.

Ms. Craddock noted that the residents will have the opportunity to choose the paint color of their bedroom, with selections made from several colors that match the style of the home.

Fiscal Year 2015 Annual Report Presentation to Our Local Governments

Jim Bebeau reported that the DPCS Fiscal Year 2015 Annual Report, *Making A Difference*, was presented to our local governments. On December 1, 2015, Chairperson Julie Brown presented our Annual Report to Danville City Council. Board Members Gracie Mays and Frank Wickers joined us for the presentation. On December 7, 2015, Vice Chairperson Robert Warren presented our Annual Report to the Pittsylvania County Board of Supervisors. Board Member Gracie Mays joined us for the presentation. In addition, Secretary Jessie Barksdale, who is a member of the County Board of Supervisors, was present. Mr. Bebeau expressed appreciation to Dr. Brown and Mr. Warren for their excellent presentations and thanked Secretary Jessie Barksdale and Board Members Gracie Mays and Frank Wickers for their attendance.

The Annual Report was well received by both local governments, with appreciation for our services provided by the staff as well as appreciation to the Board Members for their volunteer services to the community through Board service. Following the presentations to our local governments, the Fiscal Year 2015 Annual Report was distributed to the community.

Annual Holiday Gathering

Jim Bebeau addressed the DPCS Annual Holiday Gathering held December 2, 2015, 3:00-5:00 pm, at the Institute for Advanced Learning and Research, Danville. Staff was delighted to have Board Members Gracie Mays and Jessie Barksdale join in the festivities. Attendees enjoyed a fun afternoon, including a buffet meal, raffle, door prizes, and entertainment, which included all attendees participating in groups to sing the festive tune, *The Twelve Days of Christmas*.

Board Members enjoyed a video of the final cumulative verse of the song, which demonstrated the talent and enthusiasm of all who attended. Board Members also received gift of an insulated tumbler with DPCS logo, as received by staff at the Holiday Gathering. Mr. Bebeau noted that expenses for the Holiday Gatherings are paid by profits from the staff vending machines, bake sales, and craft bazaar.

As a tradition by DPCS at the Holiday Gatherings, staff members brought non-perishable food items and toys for donation to needy families and children. Each year the receiving agencies are rotated. This year, the food items were donated to the Salvation Army, and the toys were donated to the Danville Department of Social Services – Foster Children.

**INFORMATION ITEMS – The following Information Items were addressed:
Division Fiscal Year 2015 Annual Reports – Behavioral Health Services Division,
Intellectual Disability Services Division, and Prevention Services Division**

Jim Bebeau noted the Fiscal Year 2015 Annual Reports for DPCS' Program Services Divisions—Behavioral Health, Intellectual Disability, and Prevention. The Fiscal Year 2015 Annual Reports for DPCS' Administrative Services Divisions—Finance, Human Resources, and Compliance and Information Systems—were distributed in the October 15, 2015, Board Meeting packet. These narrative reports are distributed to Board Members each year and provide an overview of the Divisions' programs for the fiscal year, including highlights and accomplishments as well as goals for the next fiscal year.

CLOSED MEETING

Motion was made by Angela Fowler that the Danville-Pittsylvania Community Services Board Meeting be recessed and that the Board of Directors immediately reconvene in Closed Meeting as permitted by the Authority of §2.2-3711(A)(15) Code of Virginia, 1950, as Amended, for discussion or consideration of medical and mental health records,

Subject: Corrective Action Plans

Purpose: Investigative Report Regarding Individuals Receiving Services

The motion was seconded by Faith Stamps and carried by the following Roll Call vote:

Vote: 11-0

Yes: (11) Jessie Barksdale, Gwen Edwards, Angela Fowler, Anne Geyer, Shelby Irving, Gracie Mays, Ronald Merricks, Sheryl Moyer, Faith Stamps, Robert Warren, Frank Wickers

No: (0) None

Presiding Officer: (1) Julie Brown (Presiding Officer votes only upon a Tie Vote in Roll Call)

Absent During Vote: (0) None

Absent During Meeting: (2) Vicki Pickeral, Marie Young

The Board of Directors entered Closed Meeting at 6:40 pm.

RETURN TO OPEN MEETING/CERTIFICATION OF CLOSED MEETING

Shelby Irving made motion that the Danville-Pittsylvania Community Services Board of Directors immediately reconvene into Open Meeting and adopt the following Resolution for Certification of Closed Meeting:

WHEREAS, the Danville-Pittsylvania Community Services Board of Directors convened in a Closed Meeting on *December 10, 2015*, pursuant to an affirmative recorded vote and in accordance with the provisions of the *Virginia Freedom of Information Act*; and

WHEREAS, §2.2-3712 of the *Code of Virginia, 1950, as Amended*, requires a certification by the Danville-Pittsylvania Community Services Board of Directors that such Closed Meeting was conducted in conformity with the *Virginia Freedom of Information Act*;

NOW, THEREFORE, BE IT RESOLVED that the Danville-Pittsylvania Community Services Board of Directors hereby certifies by a recorded vote that, to the best of each Board Member's knowledge, (1) only public business matters lawfully exempted from Open Meeting requirements under the *Virginia Freedom of Information Act* and (2) only such public business matters as were identified in the Motion convening the Closed Meeting were heard, discussed, or considered in the Closed Meeting.

The motion was seconded by Ronald Merricks and carried by the following Roll Call vote:

Vote: 11-0

Yes: (11) Jessie Barksdale, Gwen Edwards, Angela Fowler, Anne Geyer, Shelby Irving, Gracie Mays, Ronald Merricks, Sheryl Moyer, Faith Stamps, Robert Warren, Frank Wickers

No: (0) None

Presiding Officer: (1) Julie Brown (Presiding Officer votes only upon a Tie Vote in Roll Call)

Absent During Vote: (0) None

Absent During Meeting: (2) Vicki Pickeral, Marie Young

The Board of Directors reconvened into Open Meeting at 7:05 pm.

NEXT BOARD MEETING

Chairperson Julie Brown presented reminder that the next Board Meeting will be held Thursday, February 18, 2016, 5:30 pm.


ADJOURNMENT

Chairperson Julie Brown declared the Board Meeting adjourned at 7:06 pm.

Approved:



Julie Brown, Chairperson



Date